

**FLUOR HANFORD**  
**P.O. Box 1000**  
**Richland, WA 99352**

September 23, 2004

Dear Prospective Offerors:

REQUEST FOR PROPOSAL (RFP) NO. 110959, AMENDMENT NO. 1

Fluor Hanford, Inc. (FH) hereby issues Amendment No. 1 to the subject RFP. This amendment

- 1) Incorporates questions from prospective Offerors with FH provided responses, and
- 2) Extends the proposal due date from September 28, 2004 to October 15, 2004.

Offeror shall acknowledge receipt of this amendment by stating in its proposal that the amendment (date and number) was received and considered in formulating the proposal or by written letter or facsimile. FH must receive the acknowledgement by the time specified for receipt of proposals.

No further changes to the RFP have been made.

Sincerely,

*Nancy Kelly-Girvin*

Nancy K. Kelly-Girvin, Contract Specialist  
Fluor Hanford Subcontracts

**REQUEST FOR PROPOSAL NO. 110959**  
**AMENDMENT NO. 1**

**QUESTIONS AND ANSWERS RECEIVED**  
**IN RESPONSE TO RFP**

1. QUESTION: Can you verify that the image overwrite requirements listed in the Statement of Work (3.1.I) are for the Volume Band V multifunctional units only?

ANSWER: [Yes.](#)

2. QUESTION: Is it the intention of the contract to require duplexing as a standard feature rather than an option on Volume Band 1?

ANSWER: [Yes. See the Statement of Work, 5.1.1.E.](#)

3. QUESTION: The relocation of copiers is not mentioned in the RFP or the Statement of Work. How often are copiers moved/relocated? Is there compensation for these moves/relocations allowed in the contract?

ANSWER: [Relocation of copiers is intermittent and cannot be estimated accurately. Any cost associated with relocation of copiers will be included as part of the proposed fixed unit price.](#)

4. QUESTION: Volume Bands 2, 3 and 4 do not request a Finisher/Sorter as an option nor a requirement. Do you want that option?

ANSWER: [A Finisher/Sorter is not required. It may be offered as an option if the Offeror so chooses.](#)

5. QUESTION: Which version of UNIX needs to be compliant (reference Statement of Work, Section 3.1.D)?

ANSWER: [The Statement of Work, Section 3.1.D, shall be amended to read: "Shall provide for unlimited distribution of printer drives for Windows XP."](#)

6. QUESTION: How many machines in each volume band will be in Olympia?

ANSWER: [At the present time, there is one Volume Band II copier in the Olympia office.](#)

7. QUESTION: What are the expected volumes for this contract?

ANSWER: [All quantities mentioned throughout the RFP for copiers, supplies and services are estimates only. The quantities of copiers listed are estimates of the number](#)

of copiers to be installed during the base period of the contract but are subject to change at any time.

8. QUESTION: What are the current volumes for this contract?

ANSWER: Reference the Statement of Work. All quantities mentioned throughout the RFP for copiers, supplies and services are estimates only. The quantities of copiers listed are estimates of the number of copiers to be installed during the base period of the contract but are subject to change at any time.

9. QUESTION: Is the current pricing of the convenience copier contract public information, and is that information available to bidders?

ANSWER: No.

10. QUESTION: In looking at the Price Form there is a column to the far right for Firm Fixed Unit Price/Each Copier by Volume Band. Is it correct to assume that you are looking for only the rental price per unit in this column?

ANSWER: No. See the answer to Question 11.

11. QUESTION: Where do you want the pricing for the service and supply portion of the contract?

ANSWER: The pricing for providing copiers and all services and supplies as described in the Statement of Work shall be included in the proposed Firm Fixed Unit Price/Each Copier, to be provided in the Price Form, RFP Part II, Attachment B.

12. QUESTION: Should Offerors assume that in calculating the monthly cost for Service and Supplies we should be using the Volume band (e.g. Volume Band I – Reliable up to 5,000 copies per month) as the volume the Offeror should use to calculate such costs? Or, does FH provide an actual monthly volume for each unit?

ANSWER: FH does not provide a monthly volume for each unit. The proposed firm fixed unit price is a per copier price. The contract resulting from this RFP will be based on a per copier price, not on copy volume. The Volume Band reliability number is a performance measure, not a volume measure.

13. QUESTION: What type of evidence does offeror have to provide to demonstrate its ability to attain a DOE Clearance (“Q”)?

ANSWER: Personnel qualifications for security clearances are described in Special Provisions – On-Site Services (SP-5 revision 006, December 23, 2003) as provided in the RFP. The Offeror shall provide evidence describing how they will maintain satisfactory standards for employee qualifications, performance, conduct, and business ethics under its own personnel policies.

14. QUESTION: If an Offeror meets the requirements of a favorable FOCI determination but does not yet have one, will the Offeror still be eligible for award of a contract?

ANSWER: [Yes.](#)

15. QUESTION: How many copiers are located in a secure area? How many copiers are located in areas requiring DOE clearance?

ANSWER: [The number of copiers in specific areas is not pertinent. The Offeror should assume that two to four personnel will be required to have a security clearance.](#)

16. QUESTION: If a small business meets the requirements of a Small Disadvantaged Business (SDB) but is not yet certified by the Small Business Administration, can it claim such status if it has an application on file with the SBA when submitting its proposals?

ANSWER: [No.](#)

17. QUESTION: Under Clause 4.2.O of the Statement of Work, it is mentioned that the Buyer shall approve the equipment testing laboratory to approve the copiers. What would this entail?

ANSWER: [The Statement of Work, Section 4.2.O, shall be amended to read "Underwriters Laboratory, Inc., or an equivalent testing laboratory shall approve copiers."](#)

18. QUESTION: What costs are included in the fixed unit price per copier? Should service costs be included in the fixed unit rate or be billed separately?

ANSWER: [See the answer to Question No. 11.](#)

19. QUESTION: Similar to previous questions, just worded differently, is the fixed unit rate per copier expected to be all inclusive of all charges including set-up, monthly rent, transition, supplies, service and maintenance costs and general administrative indirect costs and fees?

ANSWER: [Yes.](#)

20. QUESTION: What is the NAICS Code for this acquisition?

ANSWER: [See Section 5.2 of the RFP.](#)